

**Environmentally Preferable Purchasing  
Procurement Justification Form**

**Product/Service:** \_\_\_\_\_

Please check all that apply:

- ☐ I have considered the Environmentally Preferable Purchasing guidelines and procedures as outlined in Administrative Regulation \_\_\_\_\_ and have searched for product or service options that meet them.
- ☐ Compliance with Administrative Regulation \_\_\_\_\_ was not attainable for this purchase because:

- ☐ Product or service is not available within a reasonable period of time.

(Date needed: \_\_\_\_\_ Date available: \_\_\_\_\_)

- ☐ Product or service fails to meet a performance standard in the specifications.

Specifically: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ☐ Product or service is not available, or is not available from 2 or more sources.

- ☐ Product or service was only available at an unreasonable price.

Price of EPP product or service: \_\_\_\_\_

Price of non-compliant product or service: \_\_\_\_\_

- ☐ Compliance would conflict with state or federal law requiring that:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Printed Name of Purchaser

\_\_\_\_\_  
Date